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CONFIDENTIAL

10 November 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
10 November 1965

1. Support Services Course

The Career Trainees in the Support Services Course were given Phase I of the Managerial Grid during the period 31 October - 5 November 25X1A at [redacted] This is the first group of CTs that has been given the Grid and we were a little apprehensive as to its suitability with a group of new 25X1A employees. [redacted] reports, however, that the Grid was enthusiastically received. [redacted] participated in the instruction and he is of 25X1A the feeling that the study of the Grid would be particularly beneficial to all CTs. The possibility of extending Managerial Grid instruction to the other CT groups will be studied in the light of more detailed reports from the course coordinator and instructional staff.

2. Debriefing of CTs

25X1A [redacted] has requested [redacted] to look into the possibility of OTR's interviewing all CTs returning from overseas. [redacted] felt that this would be an excellent device to get worthwhile post-operational views of the use to which their initial formal training had been put. When OTR was located at the Headquarters Building many CTs would, on their own, report to the Office of Training but our move to 1000 Glebe has made

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25X1A this more difficult. [redacted] is checking our request out with

25X1A [redacted] and will let us know how Tom feels about formalizing a procedure.

3. Vietnam Orientation Seminar

The first presentation of this Seminar is scheduled to take place in Room GA-13 Headquarters from 15 to 19 November. There are 30 students enrolled for this presentation and [redacted], FE[redacted] stated 25X1A 25X1A that we should be prepared to give the course once a month through June 1966.

4. TSD Operational Orientation Requirement

On 4 November we received an informal inquiry from [redacted] 25X1A (TSD Training Officer) regarding the possibility of presenting a one-day orientation on the Clandestine Services to TSD personnel. We are studying their request to determine how and where it can be worked into our schedule.

5. Covert Training

25X1A [redacted] has a total of 17 programs scheduled to start between 8 November 1965 and 14 February 1966. [redacted] has a total of 6 programs 25X1A scheduled between the dates 8 November and 29 November 1965.

25X1A 6. [redacted]

As of this time no personnel for the [redacted] Program have entered on 25X1A

25X1A duty and this places the [redacted] course which was scheduled to begin on

25X1A 15 November in doubt. [redacted] has not yet definitely decided whether the

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25X1A [redacted] site will be used, hence no action has been taken on alterations or redecorating. OTR has been alerted on the eventual need for materials for student kits but no firm requirements have been made by

25X1A [redacted]

25X1A [redacted]

8. Intelligence Orientation

The Introduction to Intelligence for 22 November-3 December has 42 registered, most of whom are EODs. This would indicate that the revised Headquarters Regulation making the four-weeks Intelligence Orientation Program a requirement for new professionals is being given full attention by personnel officers and by training officers.

9. Briefing at Department of State

25X1A [redacted] briefed some 85 Foreign Service personnel on 1 November at the Department of State. [redacted] emphasized (at State's request) the need [redacted] 25X1A 25X1C

25X1C [redacted] Miss Nancy Hudson, who headed the course, was grateful for the Agency's cooperation and our speaker's willingness to emphasize the points she had requested.

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10. **Project HELPFUL**

The breakdown of nominations to Project HELPFUL is as follows:

Principals		Alternates	
GS Grades	Number	GS Grades	Number
18	1	16	3
17	6	15	8
16	10	14	2
15	8		13
14	8		
13	2		
	35		

FINAL WORD IS THAT WE CAN HAVE NO MORE THAN 35 SLOTS

The number of alternates to attend, if any, will depend in part upon whether the Joint Chiefs of Staff pick up all of the 15 slots allocated to them. DIA has proposed another Project HELPFUL in May, and indications are that it will take place.

11. **Continued Service Agreements** (Training Agreements)

25X1A [redacted] resignation again raises the question as to whether the subject of training agreements should be covered more specifically in Agency regulations. [redacted] is resigning to accept a position with a private research foundation downtown at a salary of $21,000 a year with numerous fringe benefits. It was [redacted] impression, however, that [redacted] was transferring to another government agency and he questioned whether [redacted] should be held to the terms of his training agreement in this event. In accordance with Col. White's memorandum to the Director of Training dated 11 September 1962 (DDS 62-4441), OTR has been following the policy that anyone signing a training agreement would be bound by the agreement whether he transferred to private industry or to another

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government agency. This provision is incorporated in the standard training agreement form. [redacted] has discussed this briefly with [redacted] and it is my understanding that [redacted] plans to discuss the matter with either you or Vernon and advise us accordingly.

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12. Clandestine Services Review Course

The next running of the CSR Course (7 December 65) is heavily oversubscribed. We try to keep the total enrollment to 32 but at present 36 employees have already registered. Unless there are some last minute cancellations, it will be necessary to eliminate several non-CS employees from the course.

13. OTR Attendance

Internal training attendance for the week of 1-5 November 1965 was 585 employees; external attendance was 418.

14. Special Language Courses

After-hours foreign language courses for certain employees of [redacted] WE and FE are being organized. These courses will in no way be identified with the suspended Voluntary Language Training Program but will be referred to as special courses. The employees are encouraged to take language training in preparation for overseas tours, although such training must take place after normal working hours.

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15. [redacted] Briefing Film. The film production staff has completed the filming of all scenes at [redacted] A few more

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